

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE PETITION TO MODIFY CHILD SUPPORT – “STANDARD PROCESS”

STEP 1: After you have completed the “Petition to Modify,” complete the “**Affidavit of Financial Information.**” Fill out one and leave the second blank copy for the other party to complete.

STEP 2: **Make two (2) copies** (3, if DES/DCSS is involved*) of the *Petition to Modify Child Support – Standard Process, Affidavit of Financial Information* and “**Order to Appear.**”

STEP 3: **Separate your papers into 3 sets** (4, if DES / DCSS is involved):

- Set 1 – Originals for Clerk of Court
- Set 2 – Copies for other party
- Set 3 – Copies for you
- Set 4 – Copies for the Attorney General (“the AG”) (only if DES or DCSS is involved)*

STEP 4: **File the Papers at the Court:**
Go to the Clerk of the Court’s filing counter: Hand the originals and all sets of copies to the Clerk. The Clerk will keep the originals, stamp and return the extra copies to you. The stamp shows they are copies of papers filed with the Court (and are now called “conformed” copies).

You may file your papers at any of the following Superior Court locations:

Clerk of the Court Mohave County Superior Court 401 E Spring Street Kingman, AZ 86401 (928) 753-0713 Monday-Friday 8:00a-5:00p	Clerk of the Court Mohave County Superior Court 2225 Trane Road Bullhead City, AZ 86442 (928) 758-0730 Monday-Friday 8:30a-12:00p, 1:30p-4:30p	Clerk of the Court Mohave County Superior Court 2001 College Drive Lake Havasu City, AZ 86403 (928) 453-0701 Monday-Friday 8:30a-12:00p, 1:30p-4:30p
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FEES: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the “Clerk of Superior Court” are acceptable forms of payment. You may go online at www.mohavecourts.az.gov for our current list of fees.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a **deferral** (payment plan) when you file your papers with the Clerk of the Court.

STEP 5: **Serve the papers on the other party(ies):** You must arrange for service of the papers on **the** other party (or parties). If a hearing is scheduled, you will receive written notice of when and where to appear (also the date, time, and location). Serve the original “**Order to Appear**” along with Set 2 of the other papers, on the other party. And if DES or DCSS is involved, serve a copy of the “**Order to Appear**” along with Set 4 of the other papers on the Attorney General’s Office.

The papers may be delivered by the Sheriff’s Department, a licensed private process server, commercial delivery service or mail by which you can obtain an original or copy of the other party’s signature confirming delivery, or by **Acceptance of Service**. (Forms may be found on-line at www.mohavecourts.az.gov)

* **Serving papers on the State:** (if required). The Office of the Attorney General (the “AG”) will accept service by signing an “Acceptance of Service” form and returning the form for you

to file with the Court. There are no court fees for serving the State with an Acceptance, as described below:

- (a) You may mail or personally deliver a copy of the **“Petition to Modify,”** and an **“Acceptance of Service”** form to the Office of the Attorney General (“the AG”), Division of Child Support Services (DCSS) assigned to your case. Also include a self-addressed, stamped envelope (addressed back to you).

The address of the Attorney General for Mohave County is:

**Office of the Attorney General
Division of Child Support Services
519 East Beale # 120
Kingman, Arizona 86401**

- (b) The AG’s staff will accept service by signing the Acceptance and returning or sending it back to you. If you do not know what office your case is assigned to, you may mail the Petition and the Acceptance to:

**Office of the Attorney General
Child Support Services Section
P.O. Box 6123 – Site Code 775C
Phoenix, AZ 85005**

The state is not considered served until the AG’s signed Acceptance of Service is filed with the Court.

STEP 6: Go to the Hearing. Be on time. Do not bring children to Court. Be prepared to tell the Judge why the Court Order should be changed.

Bring the following to the hearing:

- A copy of the “Petition to Modify child Support”
- An “Affidavit of Financial Information” completed by you